


How to Create an Offer in the Automated Advanced Acquisition Program (AAAP)

Select an RLP:

 AAAP HOME USER PROFILE RLP & LEASE DOCUMENTS NEWS & UPDATES HELP

GSA's Automated Advanced Acquisition Program

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BUILDING

PARKING

PROPERTY OWNER

REPS & CERTS

OPERATING COST

SPACE & RATES

ATTACHMENTS

Building Information

1. Select an RLP:*


Select RLP

RLP can be found by clicking [RLP & LEASE DOCUMENTS](#) at the top of the page. Please review the RLP before proceeding with offer submission.

Note: Required fields are marked with a red asterisk (*). Red text and information buttons have been added to the workflow to provide further instruction.

This workflow populates the required information needed to submit a complete offer to the government. Required GSA Forms will be auto-populated as a result of your inputs. You do not need manually to fill out any forms to complete your offer.

Enter address and click 'Validate Address':

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Building Information

1. Select an RLP:*

RLP can be found by clicking [RLP & LEASE DOCUMENTS](#) at the top of the page. Please review the RLP before proceeding with offer submission.

2. Building Name*

3. Street Address* 

4. City*

5. State*

6. Zip Code*

Validate Address

Click on 'Validate Address' every time you change address for the offer.
After you click the 'Validate Address' button, review the map below to confirm that your address has plotted correctly on the map. If it is correct, click the address in the table immediately above the map and a pop-up box will appear for you to click 'OK' to confirm the location.
If the address is not plotting correctly, contact AAAP.Manager@gsa.gov.

Click the correct address line:

Validate Address

Click on 'Validate Address' every time you change address for the offer.

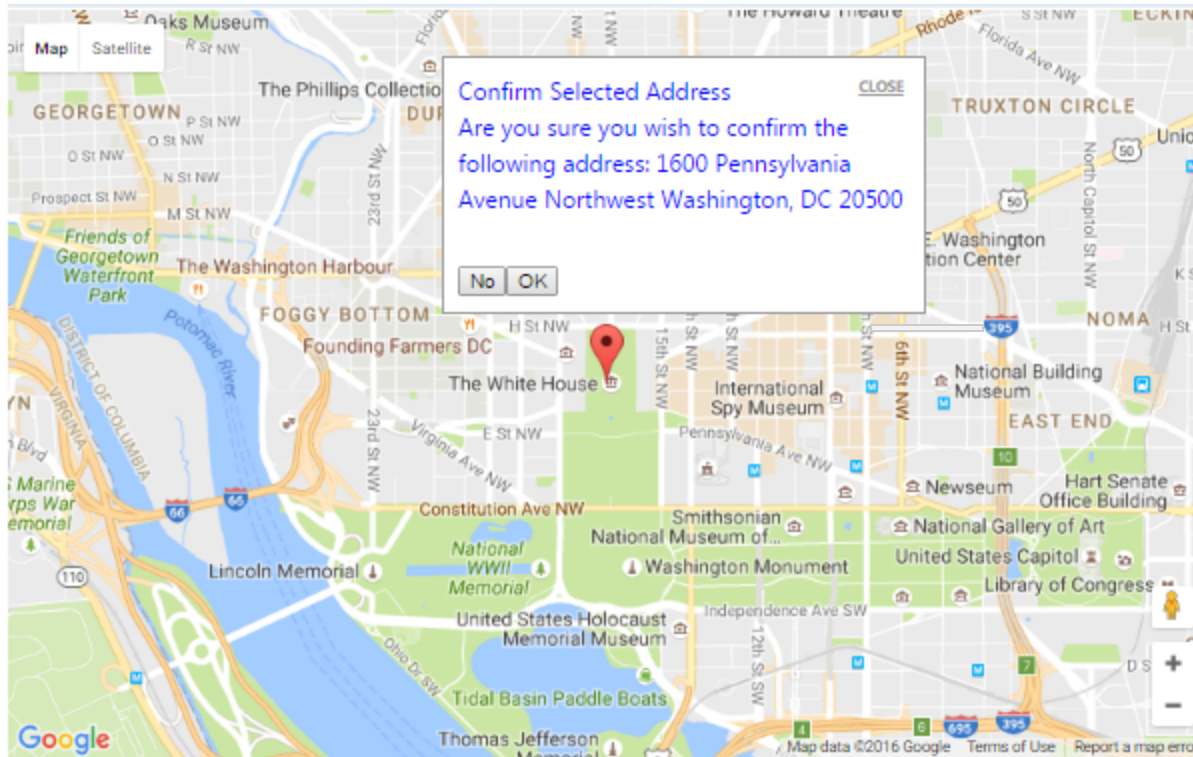
After you click the 'Validate Address' button, review the map below to confirm that your address has plotted correctly on the map. If it is correct, click the address in the table immediately above the map and a pop-up box will appear for you to click 'OK' to confirm the location.

If the address is not plotting correctly, contact AAAP.Manager@gsa.gov.

Street	City	State	Zip	County	Latitude	Longitude
1600 Pennsylvania Avenue Northwest	Washington	DC	20500		38.898	-77.037

Map
Satellite

Confirm Selected Address by Clicking 'OK':




Note: If the selected address is not populating on the map properly, recheck the address for typos. If the address is entered correctly and still does not plot on the map properly, email AAAP.Manager@gsa.gov for help.

Answer questions 7 through 22 (which appear on the building tab after you confirm the address):

7. Has the building earned an Energy Star Label conferred by the Environmental Protection Agency (EPA) within one year prior to submittal? * 

☐ Yes ☐ No


7a. If no, please indicate what you will do prior to acceptance of the space (or no later than one year after the Lease Award Date of a Continuing lease) to renovate the space for all energy efficiency and conservation improvements that you deem to be cost effective over the firm term of the lease. If no improvements are proposed, you must indicate why no energy efficiency and conservation improvements are effective. If your explanation is considered unreasonable or if below box is left blank, your offer may be rejected.

8. Is the building fully sprinklered? * 

☐ Yes ☐ No ☐ Partial


9. Does the building fully have 2 physically remote stairwells existing in the building (scissor stairs only count as one stairwell)? * 

☐ Yes ☐ No

10. Does the building have a building-wide alarm system? * 

☐ Yes ☐ No

11. Number of floors in the building: *

12. Total amount of rentable square feet (RSF) in the building? * 


RSF %

General Purpose (Office):

Warehouse:

Other:

13. Total ANSI/BOMA Office Area (ABOA) square feet (SF) in the building? * 

14. What is the live floor load (lbs. per square feet) for the building? 

15. What is the site size? ☐ Square Feet ☐ Acres

16. Year the building constructed?*

17. Most recent building renovation year?

18. Is the building within 2,640 walkable linear feet of a metrorail station?*

☐ Yes ☐ No

19. Hours of HVAC operation:*

Monday - Friday Hours Start: End:

Saturday Hours Start: End:

Sunday Hours Start: End:

20. Is the property offered a historic property within a historic district?*

☐ Yes ☐ No

21. Is the property offered a non-historic developed or undeveloped site within a historic district?*

☐ Yes ☐ No

22. Is the property offered a historic property outside of a historic district?*


☐ Yes ☐ No

Click 'Save Page' to check for errors and save the offer record.

Click 'Next' to proceed to the Parking section.

Note: After this page has been successfully saved, the offer record will be available for you to access and edit from the AAAP Homepage.

Complete Parking Page:


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Offer Parking

- Number of parking spaces for the entire building under control of the offeror?
Structured Surface Total*
- Number of parking spaces required by local code?
Structured Surface Total*
- Number of parking spaces that will be available free of charge?
- What is the monthly amount (\$) to be charged for:

	Reserved	Non-Reserved
Structured \$	<input type="text"/>	\$ <input type="text"/>
Surface \$	<input type="text"/>	\$ <input type="text"/>
- Is the Offeror capable of providing an option to the government to lease the entire parking area for security purposes?*

☐ Yes ☐ No ☐ Partial

- What is the annual lump sum cost (\$) to lease the entire parking garage for security purposes?*

\$

- What is the total number of parking spaces in the garage?*

- What is the number of partial secured parking spaces in the garage?*


Back Save Page Next Exit Offer

Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to proceed to the Property Owner section.

Note: Parking should not be included in the Shell, but as a separate item to be added to the rate structure, if applicable.

Complete Property Owner Page:


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Property Owner

- What is the name of the property's recorded owner?*
- Street Address:*
- Country:*
- City:*
- State:*
- Zip Code:*
- What is the main phone number for the property's recorded owner?*
- What is your relationship as the Offeror, to the property owner?*
- What is the property owner's DUNS #? ⓘ


Back
Save Page
Next
Exit Offer

Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to proceed to the Property Owner section.

Note: Regarding #7, if selecting 'Agent' or 'Other', you must submit authorization from the ownership entity to submit an offer on the ownership entity's behalf.

Complete Reps and Certs Page:



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Representation and Certification

- How does the owner represent itself in submitting this offer? 

☐ Not a Small Business
☐ Small Business
- The Contractor represents that—
 - The contractor is NOT a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.*


☐ Yes
☐ No
 - The contractor is NOT a corporation that was convicted, or had an officer or agent of the corporation acting on behalf of the corporation convicted of a felony criminal violation under any Federal law within the preceding 24 months.*

☐ Yes
☐ No
- The System for Award Management (SAM) is a centrally located, searchable database which assists in the development, maintenance and provision of sources for future procurements. The Offeror hereby certifies he is registered in SAM.

☐ Registration Active and Copy Attached in Attachments Tab
☐ No, will activate registration

Click 'Save Page' to check for errors and save your inputs.
Click 'Next' to proceed to the Property Owner section.

Complete Operating Cost Page:


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Operating Costs

1. Total Rentable Area square feet (RSF)	100,000
2. Total Building ANSI/BOMA Office Area (ABOA) square feet (SF)	90,000
3. Common Area Factor	1.11
4. Cost per ABOA SF	\$0.00

Section I: Estimated Annual Cost of Services and Utilities Furnished By Lessor As Part of Rental Consideration Lessor's Annual Cost For Entire Building

A. Cleaning, Janitor and/or Char Service	
5. Salaries	\$ 0.00

6. Supplies (wax, cleaners, cloths, etc.)

\$ 0.00

7. Contract Services (windows washing, waste and snow removal)

\$ 0.00

B. Heating

8. Salaries

\$ 0.00

9. Fuel

\$ 0.00

10. System Maintenance and Repair

\$ 0.00

C. Electrical

11. Current for Light and Power (including elevators)

\$ 0.00

12. Replacement of Bulbs, Tubes, Starters

\$ 0.00

13. Power for Special Equipment

\$ 0.00

14. System maintenance and repair (ballasts, fixtures, etc.)

\$ 0.00

D. Plumbing

15. Water (for all purposes, include sewage charges)

\$ 0.00

16. Supplies (soap, towels, tissues not in 6 above)

\$ 0.00

17. System Maintenance and Repair

\$ 0.00

E. Air Conditioning

18. Utilities (include electricity, if not in Current for light and power)

\$ 0.00

19. System Maintenance and Repair

\$ 0.00

F. Elevators

20. Salaries (operators, starters, etc.)

\$ 0.00

21. System Maintenance and Repair

\$ 0.00

G. Miscellaneous (To the extent not included above)

22. Building Engineer and/or Manager

\$ 0.00

23. Security (Watchman, guards, not janitors)	\$ 0.00
24. Social Security Tax and Workmen's Compensation Insurance	\$ 0.00
25. Lawn and Landscape Maintenance	\$ 0.00
26. Other <input type="button" value="Add Cost"/>	\$0.00
27. Total	\$0.00

Section II: Estimated Annual Cost of Ownership Exclusive of Capital Charges

28. Real Estate Taxes ⓘ	\$ 0.00
29. Insurance (hazard, liability, etc.) ⓘ	\$ 0.00
30. Building Maintenance and Reserves for Replacement ⓘ	\$ 0.00
31. Lease Commission ⓘ	\$ 0.00
32. Management ⓘ	\$ 0.00
33. Total	\$0.00

The screenshot shows a software interface with a grey border. Inside, there is a white rectangular area. On the left side of this area, the text 'Adjustment for Vacant premises' is displayed, followed by a red asterisk and a blue information icon. On the right side, there is a dollar sign '\$' followed by a grey rectangular input field. Below this white area, there is a horizontal row of four buttons: 'Back', 'Save Page', 'Next', and 'Exit Offer'.

Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to proceed to the Space & Rates section.


Note: Operating expenses should be entered as total annual figures. The application will update these figure to price per ABOA SF based on the Total Building ABOA SF entered in the building tab.

Complete Space & Rates Page:

1. Enter the total ANSI/BOMA Office SF available for lease to the Government.
2. Enter the maximum contiguous ABOA SF available.

Click 'Add New Space' or 'Add Continuing Need'.

**Offers with existing / expiring Government leases should click on Add Continuing Need.*


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Space and Rates

Space Summary Page

1. What is the total ANSI/BOMA Office Area (ABOA) square feet (SF) available for lease to the Government? 
2. What is the max contiguous ABOA SF available*?

Note: All vacant / available space should be entered below by clicking the 'Add New Space' or 'Add Continuing Need' buttons. New Space may be entered as one lump block at the same rates OR multiple spaces within the building at different rates. Continuing Need space should be entered to reflect the amount of space currently occupied by the Government.

Add New Space
Add Continuing Need


Offered Spaces

[edit space](#) | [edit rate](#) | [delete space](#)

SPACE #	LEASE TYPE	GSA LEASE #	SF OFFERED	15, 10 YEAR FS	10, 5 YEAR FS	10 YEAR FS
<p>Note: Refer to section 4.05 PRESENT VALUE PRICE EVALUATION of the AAAP Request for Lease Proposal (RLP) for description of the present value price evaluation.</p>						

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Exit Offer

Complete Space Page

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Space and Rates

New Space Information

3. Total ANSI/BOMA Office Area (ABOA) square feet (SF) Available for New Lease*:

0

☐ All Available ABOA ☐ Range of ABOA

4. Range of ABOA SF Offered*:

0

to

0

5. What is the date of availability of space for commencement of tenant improvements*?

10/5/2016

 [10/5/2016]

Note: The fees entered below (questions 6 and 7) will be applied against the tenant improvement fund requirement of each request and will be treated as amortized tenant improvements in the net present value calculation for evaluation purposes only. For the purposes of initial evaluation, new leases shall use \$38.23 per ABOA SF and continuing need leases shall use \$14.3 per ABOA SF.

6. Lessor's overhead, administrative costs, profit, and fees as a percentage of the initial tenant improvements (Lessor's PM fees), including change orders, for the block of space offered*?

%

7. Architectural and engineering fees (in \$ per ABOA SF or %) for construction of the initial tenant improvements, including change orders, for the block of space offered*?

☐ \$ Per ABOA SF ☐ %

8. The total cost of markups for the Lessor's overhead, administrative costs, profit, and fees and any other profit and/or fees charged against tenant improvements for recarpeting, or other tenant finish items not requiring architectural/engineering services.


Total Mark-ups: \$0.00

Click Calculate Mark-ups.

Click 'Save Page' to check for errors and save your inputs.

Click 'Next to Enter Rates' proceed to the Rates Page.

Complete Rates Page:



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Space and Rates

Rate Information

	15 Year Lease (with termination rights after 10 years)	10 Year Lease (with termination rights after 5 years)	10 Year Firm Term Lease
1. Shell Rate per ANSI/BOMA Office Area (ABOA) square foot (SF) for the Warm-Lit Shell (excluding the cost of tenant improvements, services and utilities).	\$ 0.0	\$ 0.0	\$ 0.0
2. The Base Year Operating costs for services and utilities per ABOA SF.	\$8.89	\$8.89	\$8.89
3. The annual percentage rate (APR), compounded monthly, to be used by the Lessor to amortize the cost of the Tenant Improvements plus construction markups up to \$38.23 per ABOA SF over the FIRM term of the lease.	% 0.0	% 0.0	% 0.0
3a. The annual cost to amortize the Tenant Improvements allowance of \$38.23 per ABOA SF. Such amortization is to be compounded monthly over the FIRM term of the lease.	\$0.00	\$0.00	\$0.00
4. The APR, compounded monthly, to be used by the Lessor to amortize the cost of the Building Specific Amortized Capital (BSAC) up to \$6.00 per ABOA SF over the FIRM term of the lease.	% 0.0	% 0.0	% 0.0

4a. The annual amortized cost of the Building Specific Amortized Capital (BSAC) of \$6.00 per ABOA SF. Such amortization is to be compounded monthly over the FIRM term of the lease.	\$0.00	\$0.00	\$0.00
5. The fully serviced lease rate for the FIRM term per ABOA SF, including a \$38.23 per ABOA SF Tenant Improvement allowance.	\$0.00	\$0.00	\$0.00
6. Enter Shell Rate per ANSI/BOMA Office Area (ABOA) square foot (SF) for years 6-10 / years 11-15. If Shell Rate is unchanged from years 1-5 (or years 1-10), enter Shell Rate amount from #1 above.	\$ 0.0	\$ 0.0	
7. The APR, compounded monthly, to be used by the Lessor to amortize the cost of the Tenant Improvements plus construction markups above \$38.23 per ABOA SF over the FIRM term of the lease, up to \$58.43 per ABOA SF.	%0.0	%0.0	%0.0
*Note: The RLP does not allow for a second tier TI rate. First tier rate is applied.			
8. The overtime rate for heating and cooling beyond normal hours specified in RLP.	\$ 0.0	\$ 0.0	\$ 0.0
9. Number of months of free rent being offered to the Government at the start of the firm term.	# 0.0	# 0.0	# 0.0

Click 'Save Page' to check for errors and save your inputs.

Click 'Complete Offered Space' to proceed back to the Space & Rates Summary Page.

Back on the Space & Rates Summary Page you can:

1. Select an existing Offered Space to 'edit space' and/or 'edit rate'.
2. Add additional New Space or Continuing Need space.

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Space and Rates

Space Summary Page

1. What is the total ANSI/BOMA Office Area (ABOA) square feet (SF) available for lease to the Government? ⓘ

2. What is the max contiguous ABOA SF available*?

Note: All vacant / available space should be entered below by clicking the 'Add New Space' or 'Add Continuing Need' buttons. New Space may be entered as one lump block at the same rates OR multiple spaces within the building at different rates. Continuing Need space should be entered to reflect the amount of space currently occupied by the Government.

Add New Space
Add Continuing Need

Offered Spaces

[edit space](#) | [edit rate](#) | [delete space](#)

SPACE #	LEASE TYPE	GSA LEASE #	SF OFFERED	15, 10 YEAR FS	10, 5 YEAR FS	10 YEAR FS
<input type="checkbox"/>	1	New	80,000	\$29.52	\$38.90	\$29.52

Note : Refer to section 4.05 PRESENT VALUE PRICE EVALUATION of the AAAP Request for Lease Proposal (RLP) for description of the present value price evaluation.

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Save Page
Next
Exit Offer

Click 'Save Page' to check for errors and save your inputs.

Click 'Next' to proceed to the Attachments Page.

Note: the rates reflected in the image above are for example purposes only and not meant to reflect or suggest rates for any given market.

Complete Attachments Page:

Add Offer Attachments by selecting the attachment type; click 'Choose File'; select the attachment; and click Attach. (When successfully uploaded, the attachment will be in the Attachment List.) A floorplan in any file format is always required. Owner agents are required to upload authorization to submit an offer on behalf of the ownership.

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Offer Attachments

1. Attachment Type:*
 --None--

* Note - The SAM Registration, Self-Insured Certification (if applicable) and the Fire Life Safety Evaluation are not required to submit your offer, but are required prior to lease award. A floor plan of the offered space is required in order to submit.

2. Upload Attachment:*

[Choose File](#) No file chosen [Attach](#)

Attachments List

ATTACHMENT #	ATTACHMENT TYPE	ATTACHMENT NAME	DATE SUBMITTED	VIEW FILE	DELETE FILE
Back Save Page Exit Offer View Offer Submit Offer					

Click 'Save Page' to check for errors and save your inputs.
 Click 'View Offer' to see the auto-populated Lease Forms.
 Click 'Submit' to proceed to the Acknowledgements Page.

Complete Attachments Page.


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BUILDING PAYMENT PROPERTY FORMS RLP & LEASE OPERATING COSTS SPECIAL SERVICES **ATTACHMENTS**

Submit Offer

1. I have read and agree to the terms and conditions specified in the following documents:

A. RLP Number [17-REG11] ☐ Yes ☒ No

B. Solicitation Provisions (GSA Form 3516A) ☐ Yes ☒ No

C. General Clauses (GSA Form 3517B) ☐ Yes ☒ No

D. Representation and Certifications (GSA Form 3518) ☐ Yes ☒ No

2. I have been authorized by the owner to submit this offer and negotiate on their behalf ☐ Yes ☒ No

3. I am representing other owners in response to this RLP ☐ Yes ☒ No

4. I certify that the Fire Safety Certificate attached or to be submitted is/will be genuine and complete. ☐ Yes ☒ No

5. I am aware that the Fire & Safety inspection needs to be certified by a fire engineer for floors 6 and above and by the offeror for all other floors ☐ Yes ☒ No

First Name

Last Name

Submission Date

Click 'View Offer' to see the auto-populated Lease Forms.
Click 'Submit' to successfully submit the offer.

"Your offer has been submitted successfully."

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GSA's Automated Advanced Acquisition Program

Your offer has been submitted successfully

The Automated Advanced Acquisition Program site has been developed to make it easier for people and businesses to interact with the government, save taxpayer dollars and streamline the leasing transaction process. The site offers the general public and businesses the opportunity to electronically offer building space for lease to the Federal Government. The offer submission process is completely web-enabled, allowing all registered participants to submit and update offers to lease space to the Federal Government within specified timeframes, in response to a Request for Lease Proposals (RLP).

Participants may choose to browse through RLPs on this site or may choose to search for RLPs and submit offers. In order to submit an offer, participants must register first. To register, please go to the registration page.

Who Are We?

The General Services Administration is the "business side" of the U.S. government. The General Services Administration was established over 50 years ago by President Truman on July 1, 1949 by section 101 of the Federal Property and Administrative Services Act as a result of a recommendation by the Hoover Presidential commission. We provide business leadership and expertly managed services, and solutions, at the best value, to enable Federal employees to accomplish their missions.